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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

December 09, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-25

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2013

Attached is the calendar detailing the December 2013 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Requests for reversals for pay periods 25 2013 and prior must be sent to OSUP by December 11, 2013. Requests received after this day will not be processed until after the 2013 W-2s have been completed.
- Off-cycle closes at 5:00 p.m. on Wednesday, December 18, 2013 and will remain closed until Thursday, December 26, 2013.
- **Off-cycle is ONLY open on Thursday, December 26, 2013 for the December 27, 2013 payday due to year-end processing and holidays;** therefore, agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 27, 2013 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: http://www.doa.louisiana.gov/ois/Human_Resources/hr_reports_chart.pdf
- OSUP will not process any direct deposit stops for the December 27, 2013 payday. OSUP will only accept reversal requests for complete overpayments and incorrect bank accounts. Reversal requests will be sent to the bank to

request funds back, but LaGov HCM system reversals and subsequent off-cycle payments will not be processed until after the 2013 W-2 file date is set in January 2014.

- **December 27, 2013 payday direct deposits will be transmitted on Tuesday, December 24, 2013** with a December 27, 2013 settlement date. Payroll checks will be mailed **by** Friday, December 27, 2013.
- Off-cycle will close at 4:00 p.m. on Thursday, December 26, 2013 and will remain closed until Thursday, January 2, 2014.
- Direct deposits for December 26, 2013 off-cycle will be transmitted on December 26, 2013. Off-cycle checks saved on December 26, 2013 will be mailed on December 27, 2013.
- Off-cycle will be open on January 2, 2014, outside of the normal schedule, for agency use due to the closures the previous week.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:MFR/pbh

Attachment: [December 2013 LaGov HCM Holiday Processing Calendar](#)